

## Instruction for Posting Scores on WebAssign

1. Click on **CLASS VIEW** or title of course
2. Click on **GRADES** → then **ADD SCORES TO GRADEBOOK**
3. Click on **I WANT TO EDIT AN EXISTING ASSIGNMENT.** →then click on **NEXT**
4. Click on **MIDTERM, DEPARTMENTAL FINAL, OR CUNY EXAM SCORES** → then click on **MODIFY SCORES**
5. Under Upload method, click on **ENTER SCORES FOR EACH STUDENT BY HAND.** →then click on **NEXT**
6. Enter score for each student → then click on **NEXT** → then click on **SAVE**